

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)

PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.

ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.

DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

| | | | |
|---|--------------------------------|--|---------------------------------------|
| Name (Last, First, MI) Doe, John | Rank / Grade SGT/E-5 | Social Security No. ### ## ##### | Date of Counseling 2 Aug 02 |
| Organization HHC, Your Unit, APO AE 09123 | | Name and Title of Counselor SFC Jones, John P / Platoon Sergeant | |

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

You are being counseled in reference to Driving Under Influence (DUI). On 1 Aug 02 at approximately 2204 at the Post Bowling Alley you were apprehended by the Military Police for DUI, with a blood alcohol of 1.07. Upon being released to the First Sergeant you repeatedly stated you were guilty and ready for UCMJ actions.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- o UCMJ
- o General Letter of Reprimand
- o On post driving restrictions
- o Effects on military career
- o Enrollment into the ASAP
- o Any personal problems

In addition to being counseled on the points above, he/she received counseling on the following: (1) That continued behavior similar to that for which he/she has been counseled may result in punishment under Article 15, UCMJ, court-martial, or adverse action such as a bar to reenlistment, suspension of favorable personnel actions (promotion, retention, school), or other appropriate administrative sanctions; (2) That if this behavior continues that separation under the provisions of AR 635-200 may be initiated; (3) That if separated prior to ETS, that he/she could receive either an honorable, general, or other than honorable discharge for their current term of service, or their term of service would be uncharacterized if they have served less than 180 days on active duty; (4) The basis for each characterization of service and the discharge certificates received for each and that his/her character of service would become part of a permanent record and may be provided to any Federal agency if they were to apply for either federal employment or security clearance; (5) The possible effects that each type of discharge would have on reenlistment, civilian employment, veterans benefits, and related matters; (6) That a general discharge would cause loss of civil service retirement credit; (7) That an other than honorable discharge would result in him/her being reduced to the lowest enlisted rank, loss of payment of accrued leave, and loss of all benefits administered by the Veterans Administration and other federal and state agencies; (8) That separation prior to ETS may preclude him/her from enlisting in any component of the Armed Forces; (9) That separation prior to ETS may cause him/her to lose their entitlement to education benefits and money paid into the Army College Fund; (10) That separation prior to ETS may cause him/her to repay any unearned bonus received for enlistment or reenlistment; (11) That it would be unlikely that any attempt to have his/her characterization of service upgraded would be successful; (12) That he/she is encouraged to make every reasonable effort to ensure his/her performance and conduct meet military standards; (13) That he/she would be given a reasonable effort to bring their substandard performance and conduct to acceptable military standards.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Go to JSA for counseling and advice for receiving punishment under the UCMJ this week*
- o Work to improve military bearing and appearance on and off duty by doing what is right*
- o Today, arrange to have someone drop off and pick up from work while driving privileges are suspended*
- o Enroll and attend all meetings at the ASAP*
- o Do not Consume alcohol*
- o Seek counseling at ACS this week*

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / disagree with the information above

Individual counseled remarks:

Signature of Individual Counseled: Joseph Smith Date: 2 Aug 02.

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

- o Support the soldier in overcoming hurdle*
- o Get soldier enrolled in ASAP*
- o Schedule an appointment with SJA and ACS*
- o Keep soldier informed of all matters associated with the charges*

Signature of Counselor: John P. Jones Date: 2 Aug 02.

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Assessments done on:

- 1 Sep 02 Soldier is enrolled in ASAP and ACS. Soldier has not consumed any alcohol over the past month.*
- 27 Sep 02 Soldier received a Field Grade Article 15 for his offence, 45 day extra duty and 45 days restriction.*
- 15 Oct 02 Soldier received a Field Grade Letter of Reprimand from the Post Commander*
- 10 Nov 02 Extra duty and restriction completed.*

Counselor: John P. Jones Individual Counseled: Joseph Smith Date of Assessment: 10 Nov 02.

Note: Both the counselor and the individual counseled should retain a record of the counseling.